



# TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION

Village of Indiantown Building Department  
15516 SW Osceola St. Indiantown, FL. 34956  
Phone: (772) 597-8281 Email: Permit.tech@indiantownfl.gov

Application must be typed or printed legibly in ink. Complete all relevant fields

PERMIT #:		REQUESTED OCCUPANCY DATE:		EXPECTED COMPLETION DATE:	
NAME OF PROJECT:			JOB ADDRESS :		
CONTRACTOR NAME:				LICENSE #:	
ADDRESS:		CITY:		STATE:	ZIP:
PHONE #:		E-MAIL:			
PROPERTY OWNER NAME:					
<input type="checkbox"/> FIRST TCO REQUEST			<input type="checkbox"/> TCO EXTENSION REQUEST		
REASON FOR TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST: (Attach additional sheets if necessary with Permit No. on each page)					
INTENDED USE: <input type="checkbox"/> SINGLE FAMILY RESIDENTIAL <input type="checkbox"/> MULTI-FAMILY RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL					
<b>TCO POLICY NOTES:</b> 1. Issued Temporary Certificate of Occupancy is granted prior to full and complete compliance with all applicable codes and Ordinances. (FBC 111.3) 2. All final inspections, including environmental, planning, and fire where applicable, must be passed and all required information/documentation must be submitted to the building department before the expiration date noted on the TCO. 3. If Permit expires, the TCO will automatically be revoked and the space must be vacated. 4. A TCO may be revoked if any action by the contractor, owner or tenant creates any code violation affecting the proper occupancy of the area. 5. Any TCO that expires without renewal or has been revoked may result in a notice of violation, civil violation and/or disconnection of utility services. 6. Reference page 2 for specific TCO requirements.					
<b>AFFIDAVIT</b> I hereby certify that I have the authority to make the foregoing application and to the best of my knowledge, it is complete. The Permitted construction will conform to the regulations in the Florida Building Code, The Village of Indiantown, all applicable ordinances, the provisions of this application, and the conditions of the issued TCO. I have read and understand the requirements of this application. Under penalties of perjury, I declare that I have read this document, including attachments, and that the facts stated in it are true.					
_____ Printed Name of Contractor / Owner		_____ Signature of Contractor /Owner		_____ Date	
*** BUILDING DEPARTMENT USE ONLY ***					
DATE RECEIVED:		DATE TCO APPROVED:		AMOUNT PAID:	
				DATE PAID:	
REVIEW BY DEPARTMENTS:					
BUILDING :	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITIONALLY APPROVED	<input type="checkbox"/> DENIED	EMAILED NOTIFICATION ON: _____	
ENGINEERING :	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITIONALLY APPROVED	<input type="checkbox"/> DENIED	EMAILED NOTIFICATION ON: _____	
FIRE :	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITIONALLY APPROVED	<input type="checkbox"/> DENIED	EMAILED NOTIFICATION ON: _____	
UTILITY:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITIONALLY APPROVED	<input type="checkbox"/> DENIED	EMAILED NOTIFICATION ON: _____	
ZONING :	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITIONALLY APPROVED	<input type="checkbox"/> DENIED	EMAILED NOTIFICATION ON: _____	

## REQUIREMENTS FOR TEMPORARY CERTIFICATE OF OCCUPANCY

### **What is a Temporary Certificate of Occupancy (TCO)?**

The Building Official is authorized to issue a Temporary Certificate of Occupancy allowing a structure to be used/occupied before the completion of the entire work covered by the building permit, provided all outside agency approvals are granted and the structure can be occupied safely. A full Certificate of Occupancy (CO) is issued once all required inspection approvals are obtained under a building permit.

### **What are the fees associated with a TCO?**

The Temporary Certificate of Occupancy fee for each initial period, and for each extension, is HALF of the plan review fee. The Temporary Certificate of Occupancy fee is Non-refundable.

### **TCO requirements include, but not limited to:**

- TCO's are issued for initial periods of up to 90 days, and must be extended by the applicant prior to their expiration.
- TCO's are issued based on the approval of all departments and agencies that are involved in the approval process.
- All fees in conjunction with the permit must be paid, including impact fees prior to the release of the Temporary Certificate of Occupancy.
- The Temporary Certificate of Occupancy Fee for each initial period, and for each extension, is HALF of the plan review fee. TCO fee is Non-refundable.
- It is the responsibility of the contractor to contact all departments to arrange the inspections that are required prior to this request such as Engineering, Utilities, Building F.D.O.T and etc.
- Building systems (Structural, Electrical, Plumbing, Mechanical) almost 100% complete & inspected by Building Official.
- Fire Protection systems almost 100% complete and approved by the Fire Official.
- Florida Department of Environmental Protection Notice of acceptance of Completion of Construction must be submitted to the Building & Utilities departments.
- Complete Village of Indiantown Utility Turnover Checklist packet.
- Site work complete and pass site final inspection walk through.
- Submit Engineer's Certification of Completion.
- Submit As-Builts.
- Submit Proof of Recorded Easements.
- Submit compaction test results for pavement in right-of-way.
- Submit lift-station startup report (if applicable).